

Class Code 5330/Nonexempt
Position Title Staff Assistant
Working Area Risk Management
Effective Date 10/01/03



JOB DESCRIPTION

Scope

Provides assistance to the Risk Management Division in support of the county's Group Health Insurance and other Benefit Programs, the County's Property, Liability and Workers' Compensation Programs, and Safety.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Provide assistance to answer phones, open and distribute mail, file, computer input, order supplies, and schedule meetings. Assist employees with benefit questions, provide benefits forms, order supplies, assemble new hire packages, maintain benefit files and assist during annual open enrollment. Provide assistance in processing Division's invoices, keep accounting records, computer input, and maintain workers' compensation, liability and general files. Perform other duties as assigned or as may be necessary.

Minimum Qualifications

Knowledge and Skills

Knowledge of Business English, spelling, punctuation, arithmetic and modern recording keeping methods, practices and procedures. Knowledge of personal computers and associated software used in an office environment.

Ability to establish and maintain effective working relationships with all levels of County members, insurance companies and the general public. Ability to work independently in carrying out assignments to completion.

Education

High School Diploma or GED and two (2) years experience in employee insurance programs which includes employee benefits and/or workers' compensation.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is a general office setting. The incumbent performs most duties sitting at a desk, table, or workstation. Incumbents in this position are exposed to radiant and electrical energy found in an office environment.